HRIS SCHEDULED AVAILABILITY

December 19, 2011 THRU JANUARY 6, 2012

DATE	TYPE	DESCRIPTION	SYSTEM ACCESS		JOBS	NOTES:
December 19-	NORMAL	WEEKDAY	YES - View & Update	ALL DAY		*ON DECEMBER 21,
23, 2011	SCHEDULE		HRIS - View	ALL DAY		HRIS UPDATE
			HRIS - Update	6AM-6PM	Jobs will process	AVAILABILITY MAY BE
			HRIS - HANDWRITES	6AM-NOON	Jobs will process	DELAYED UNTIL 9AM
December 24,	NORMAL	SATURDAY	YES – View & Update	ALL DAY		
2011	SCHEDULE		HRIS - View	UNTIL 6PM		
	001122022		HRIS - Update	6AM-6PM	Jobs will NOT process	
			HRIS - HANDWRITES	6AM-6PM	Jobs will NOT process	
	I			0	cose will ree process	
December 25,	NORMAL	SUNDAY	YES – View & Update	ALL DAY	<u> </u>	T
2011	SCHEDULE	OONDA	HRIS - View	ALL DAY		
	OONEDOLL		HRIS - Update	7AM-6PM	Jobs will NOT process	
			HRIS - HANDWRITES	7AM-6PM	Jobs will NOT process	
December 26,	NORMAL	HOLIDAY	YES – View & Update	ALL DAY	Jobs Will NOT process	+
2011	SCHEDULE	HOLIDAT	HRIS - View & Opuale	ALL DAY		
	SCHEDULE		HRIS - View	6AM-6PM	Jobs will process	
			•		•	
	NODMAI	DAYCOLL	HRIS - HANDWRITES	6AM-NOON	Jobs will process	
December 27, 2011	NORMAL	PAYROLL	YES – View & Update	ALL DAY		
	SCHEDULE	COMPUTE	HRIS - View	ALL DAY		
		SCHEDULE	HRIS - Update	6AM- 2PM	Jobs will process	
			HRIS - HANDWRITES	6AM-NOON	Jobs will process	
2011	NORMAL	WEEKDAY	YES – View & Update	ALL DAY		
	SCHEDULE		HRIS - View	ALL DAY		
			HRIS - Update	6AM-6PM	Jobs will process	
			HRIS - HANDWRITES	6AM-NOON	Jobs will process	
December 29, 2011	NORMAL	WEEKDAY	YES – View & Update	ALL DAY		LAST DAY FOR 2011
	SCHEDULE		HRIS - View	ALL DAY		HANDWRITE - MUST BI
			HRIS - Update	6AM-6PM	Jobs will process	ENTERED BY NOON
			HRIS - HANDWRITES	6AM-NOON	Jobs will process	DEADLINE
December 30, 2011	SPECIAL	WEEKDAY	YES – View & Update	ALL DAY		
	SCHEDULE -		HRIS - View	ALL DAY		NO HRIS UPDATES
	YEAR END		HRIS - Update	NOT AVAILABLE	Jobs will process	NO HANDWRITES
	PROCESSING		HRIS - HANDWRITES	NOT AVAILABLE	Jobs will process	
December 31,	SPECIAL	SATURDAY	YES – View & Update	ALL DAY		
2011	SCHEDULE -		HRIS - View	UNTIL 6PM		NO HANDWRITES
	YEAR END		HRIS - Update	6AM-6PM	Jobs will NOT process	NO HANDWRITES
	PROCESSING		HRIS - HANDWRITES	NOT AVAILABLE	Jobs will NOT process	
January 1, 2012		SUNDAY	YES – View & Update	ALL DAY		
	SCHEDULE		HRIS - View	ALL DAY		
	ĺ		HRIS - Update	7AM-6PM	Jobs will NOT process	
			HRIS - HANDWRITES	7AM-6PM	Jobs will NOT process	
January 2, 2012	NORMAL	HOLIDAY	YES – View & Update	ALL DAY		
	SCHEDULE		HRIS - View	ALL DAY		
	ĺ		HRIS - Update	6AM-6PM	Jobs will process	
	ĺ		HRIS - HANDWRITES	6AM-NOON	Jobs will process	
January 3-6,	NORMAL	WEEKDAY	YES – View & Update	ALL DAY	,	
2012	SCHEDULE		HRIS - View	ALL DAY		
	CONIEDULE		HRIS - Update	6AM-6PM	Jobs will process	
		I	LINIO - Opuale	CAM NOON	Jobs will process	

6AM-NOON

HRIS - HANDWRITES

Jobs will process